

Summer 2023 Planning Packet

Table of Contents

Contents

Summer 2023 Planning Packet 1

Table of Contents 1

Introduction 2

 NAU offers six summer sessions: 2

 Dynamic Dating 2

Summer Administration 2

Summer Website for Students 2

Other Resources 2

Summer Term – Planning/Schedule Build Reminders 3

Requesting Class Cancellation 3

Changes to the 2023 Summer Schedule of Classes 4

When Determining Class Schedules 4

Summer Term – Pay Reminders 5

Works differently than academic year 5

Faculty Payment Forms 5

Supplemental Compensation Request Forms (SUPs) 5

Payroll Packets 5

Appendix A 6

Appendix B 7

Appendix C 8

Appendix D 9

Appendix E 10

 Paycheck Information 10

 How to Access Online Services 10

 Online Services Available: 10

Introduction

Summer classes offer current students a way to continue progress toward their degree or improve a course grade. New Mountain Campus students, scheduled to begin in the fall, can take advantage of smaller summer class sizes to experience college life. The comfortable climate of the Mountain Campus can help attract learners to summer workshops or seminars.

NAU offers six summer sessions:

2023		
3-week	N3A	May 15 – June 2
7.5 week	75A	May 15 – July 3
12-week	N12	May 15 – August 8
10-week	N10	June 5 – August 8
5-week First	N5A	June 5 – July 3
5-week Second	N5B	July 10 – August 8

Dynamic Dating

Note: Classes with start dates and/or end dates different from standard sessions above will be created in Dynamic Dating sessions. Enrollment deadlines for Dynamic Dating sessions are added as a Class Note to each class in LOUIE for students to view. These are the default session dates. Units must provide the **precise** (not default) start- and -end dates for each DD class. *Classes should be scheduled within a standard session whenever possible.*

2023			
DD1	(3-week)	Default Date Range: May 15 – June 4	Your dates will be precise
DD2	(5-week)	Default Date Range: June 5 – July 9	Your dates will be precise
DD3	(5-week)	Default Date Range: July 10 – August 8	Your dates will be precise

Summer Administration

This planning packet serves as an aid when planning the schedule of classes for summer session. Academic units determine Summer-session class offerings.

Please refer to [Appendix A](#) for the Summer Sessions 2023 Management & Policies/Salaries and Credit-Hour Value.

For further information about administration of Summer Session: <http://nau.edu/VPAA/Summer-Sessions/>.

The point of contact in the Office of the Vice Provost is Mikhael Star (Mikhael.Star@nau.edu, ((928) 523-5986).

Summer Website for Students

The NAU summer website is <http://nau.edu/summer>. The site will contain vital information and resources on all subjects pertaining to summer, including calendars with session dates and enrollment and payment deadlines. Summer 2023 classes will appear live to the public via LOUIE October 25, 2022.

Other Resources

North American Association of Summer Sessions (NAASS): <http://www.naass.org/> is a national organization established to help universities plan their summer classes. NAU colleges/departments are encouraged to take advantage of this resource.

Summer Term – Planning/Schedule Build Reminders

- Academic units will begin planning Summer 2023 classes in February 2022, along with classes for fall, winter and spring terms that follow in the academic year.
- Academic units will enter builds for Summer 2023 in Coursedog from February 24, 2022, through September 23, 2022.
 - Chairs will complete a review of the Summer 2023 schedule build in Coursedog from September 26, 2022, through October 3, 2022.
 - The Summer 2023 schedule build will be final at the close of business October 3, 2022.
- Summer is different from the rest of the academic year. Most full-time faculty contracts end in May or June.
 - To ensure that your faculty members are paid for teaching in the summer, you will need to provide information to help calculate faculty salaries and process payment (e-PAR or SUP) forms.
- The worksheet found in [Appendix B](#) lists details you will need when coordinating Summer-session classes.
- Review dates listed in **Summer Timeline** in [Appendix C](#).
- Summer 2023 classes are viewable to students in LOUIE on October 25, 2022.
- Early enrollment appointments for Summer 2023 classes will begin February 27, 2023 and are listed below. Once early enrollment appointments end, any eligible students may enroll beginning March 9, 2023.

Enrollment Start Dates

Summer 2023, Fall 2023

Start Date	Start Time	Description
2/27/2023	7:00 AM	POST-BACC
3/1/2023	7:00 AM	SENIOR
3/2/2023	7:00 AM	JUNIOR
3/3/2023	7:00 AM	SOPHOMORE
3/6/2023	7:00 AM	FRESHMEN
3/8/2023	7:00 AM	NON-DEGREE UNDERGRADUATE
3/7/2023	7:00 AM	GRADUATE
3/8/2023	7:00 AM	GRADUATE - NON-DEGREE

- Academic units are responsible for monitoring enrollment in summer classes created for their respective department.
- After calculating salaries, faculty will be sent “information letters,” via NAU email. (These letters should not be confused with “contracts,” since faculty are not issued contracts for summer classes.)
- Draft copies of faculty “information letters” are no longer available for departments. Instead, salary reports can be run for each respective department.

Requesting Class Cancellation

Departments are responsible for checking enrollment and submitting requests for cancellation prior to the deadlines posted below. The deadline for canceling a summer class is the Friday two weeks prior to the first day of the session.

Summer Session	3-Week	7.5-Week	12-Week	1st 5-Week	10-Week	2 nd 5-Week
	N3A	75A	N12	NSA	N10	N5B
First Day of Session	5/15/2023	5/15/2023	5/15/2023	6/5/2023	6/5/2023	7/10/2023
Deadline to Cancel	5/5/2023	5/5/2023	5/5/2023	5/26/2023	5/26/2023	6/30/2023

- Deadlines for cancellation are the Friday two weeks prior to the start date. The same deadline logic applies to dynamically dated sessions with start dates different from those listed above.
- Any course with enrollment after the posted deadlines is not eligible for cancellation.
- After the deadline, departments must receive Provost’s approval (via the VPAO) to cancel.
- After the deadline, departments may not cancel, close enrollment, or communicate a cancellation to students without the Provost's approval (via the VPAO).

Changes to the 2023 Summer Schedule of Classes

- Changes to the schedule of classes are made via the Section Editor in Coursedog during the schedule build. After the build is final, October 3, 2022, changes are made via a *Request* in Coursedog.
- Adding in-person classes to the summer schedule: Classes may be added to the schedule provided the unit and Dean’s office agree that the class serves student degree progression and has a high probability of meeting at least breakeven enrollment. In general, summer students are more likely to enroll in online versus blended or in-person courses.
- Canceling in-person classes from the summer schedule: **Units should carefully evaluate the impact on students of canceling a class.** In addition to the academic impact of degree progression, our in-person students must secure work and housing to be on campus for the summer.
 - Changing the delivery mode, session, meeting pattern, or units of a course that is already scheduled:
 - Changes of this type are highly discouraged after the schedule of classes has published. A change from an in-person or hybrid mode to online has the lowest potential impact in this group. In general, a modality change to online will be approved for Summer classes. Other changes may not be approved, depending on the potential student impact.

When Determining Class Schedules

Because summer classes are often accelerated, careful class scheduling is important. Even accelerated classes must meet ABOR-mandated contact-hour requirements. Departments can refer to the Class Scheduling Matrix in [Appendix D](#) for options by credit hour and session length when planning summer session classes.

For further help in determining the number of days and meeting times, to meet contact-hour requirements, you may also refer to “[Calculator for Contact Hours and Dynamic Dates](#),” which is found on the [Schedule of Classes web page](#), under *Additional Resources*.

Summer Term – Pay Reminders

Payroll works differently than academic year

Faculty payroll works a little differently in summer when compared with the academic year. Data is sent electronically to the Payroll Department through an upload into the LOUIE Human Resource system.

Faculty Payment Forms

In the summer either an Electronic Personnel Action Request (e-PAR) or a Supplemental Compensation Form (SUP) will be initiated to pay your faculty.

Supplemental Compensation Request Forms (SUPs)

If an instructor is a full-time fiscal year faculty or staff, or if a faculty contract overlaps a summer course, the faculty member will usually have to be paid with **supplemental pay**. Pay Information collected during the course build will assist in processing supplemental payment, please make sure the status of the faculty is correctly selected. NAU Summer Session will initiate the forms to be sent to the employee or supervisor. Information and the policy on payment of supplemental compensation for NAU employees can be found [here](#).

Payroll Packets

Visiting and part-time faculty who have not been paid by NAU within the past six months or who are not regular employees of the university may be considered new hires or re-hires. Federal and State law requires that all employees must complete a new hire packet before they start work, and timely completion of a new hire packet will ensure prompt payment when instruction begins.

When your college or department makes the decision to hire a visiting or part-time faculty member, be sure to make a request with your Service Team to initiate a new hire packet online through Hire Xpress in LOUIE. [Once the hire process is complete, the Service Team will work with NAU Summer Payroll team to initiate an e-PAR for the faculty member.](#)

The NAU Payroll Office cannot process faculty pay with an incomplete payroll packet. Encourage faculty to complete their payroll packet online well before their course start date. They cannot be paid nor receive access to Blackboard Learn/Canvas until all of the information has been received, even if their course has started.

Please refer to [Appendix E](#) for faculty paycheck information.

Appendix A

Summer Sessions 2023 Management & Policies Salaries and Credit-Hour Value

Updated December 2023

Salary Guidelines

- Beginning in Summer 2020, a flat pay rate of \$2,000 per credit hour (\$6,000 for a standard 3-credit-hour course) will be in effect for all full-time faculty
- This pay rate will be subject to proration dependent on enrollment at the Dean's discretion.
- The standard proration thresholds for each course will be:
 - 16 students for undergraduate classes and
 - 14 students for graduate classes.
 - Pay rates for undergraduate courses with enrollment below 16 students will be prorated proportionately, while the pay rates for graduate classes will be prorated below 14 students.
- The college/department will retain the flexibility to adjust the proration level as needed with the approval of the Provost's Office, including the ability to guarantee full pay.
- Salaries for part-time faculty teaching Summer sessions will continue to be based on the part-time faculty salary schedule posted to the [Provost's website](#).

Credit-Hour Value is a fixed 60% rate of return

- 60% of actual Summer tuition rates are returned to the college/department
- The rate allows for a 40% overhead that is broken out as follows:
 - 5% uncollected, unpaid, and waived tuition
 - 10% state reimbursement (applied as a reduction to the state funding request)
 - 25% University set-asides
- Salary and ERE expenses are deducted after the 40% overhead rate is applied to the Credit Hour Value to arrive at the amount returned to the college/department.
- An average ERE rate of 16% is used to project and reconcile summer salaries. This rate is subject to annual review and change based on actuals.

Appendix B

Summer Class Planning Worksheet

Class Information Term: [] Fall [] Summer [] Spring [] Winter Year

Campus: _____ Session: _____ Class Start Date: _____ End Date: _____

Course: _____ # of Credit Hours: _____ Capacity: _____

Topic (Optional): _____ Class Fee: _____ Waive Class Fee: [] Yes [] No

Total Number of Class Meetings: _____ Total Number of Contact Hours: _____

Grading: [] Letter grade [] Pass/Fail [] Other: _____

In-person and Blended classes:

Days: _____ Times: _____

Location/Building: _____ Room #: _____

Blended and Online Classes:

[] Synchronous Meetings: Days: _____ Times: _____

[] Asynchronous – No set meeting days/times

Class URL (Optional): _____

Consent needed (check one)

- [] No consent
[] Student contact department for permission nr
[] Student contact instructor for permission

Publish in print materials and show in web searches?

- [] YES
[] NO

Reserve: _____ seats of the total capacity for _____ student group.

Class Notes: _____

Instructor

Instructor Name: _____ SSN: _____

Instructor Role:

- [] Primary Instructor
[] Secondary Instructor

Grade Roster Access:

- [] Approve
[] Grade

Off Campus Education Only: One-way mileage to class per trip: _____ Total number of overnight stays: _____

Instructor Pay

Instructor's primary affiliation with NAU during the session this class is offered:

- [] Part Time Faculty
[] Full Time Faculty ON contract with NAU – contract dates overlap any part of this class
[] Full Time Faculty OFF contract with NAU - contract dates do not overlap any part of this class
[] Administrative Faculty
[] Service Professional/Classified staff

How will this instructor be compensated for teaching this class?

- [] NO PAY - This class is part of the instructor's assigned duties for which they are already being paid
[] NAU Online is to pay for this class (ePAR or Supplemental form will be generated by NAU Online)
[] The Academic Dept is to pay for this class (ePAR or SUP form will be generated by the Acad Dept.)
[] Yuma is to pay for this class (ePAR or Supplemental form will be generated by Yuma)

Flagstaff/Online/Yuma Only: Paid Credit Hours: _____

Special Instructions: _____

Appendix C

Summer 2023 Timeline (All dates are tentative and subject to change)

February 2022	
24	Summer 2023 class build begins in LOUIE
October 2022	
25	Classes viewable to students in LOUIE
February 2023	
27	Early enrollment begins
March 2023	
09	Early enrollment ends and any eligible student may enroll
May 2023	
05	Last day to request a cancellation for a N3A, N75A, or N12 session
10	Begin reviewing enrollment, prorate 3- and 12-week classes
15	Start 3-week / 7.5-week / 12-week / DD1
17	Prorates due for 3- and 12-week classes
22	Salary upload for classes that begin 3- and 12-week classes
24	Begin reviewing enrollment, prorate first 5-week and 10-week classes
26	Last day to request a cancellation for a N5A or N10 session
June 2023	
03	End 3-week classes
04	End DD1 classes
05	Start first 5 week/ 10 week/DD2
05	Salary upload for remainder of 3 week/ 7.5 week/ 12 week/ DD1
07	Prorates due for first 5/ 10 week classes
07	Salary upload for first 5/ 10 week classes
28	Begin reviewing enrollment; prorate second 5-week classes
19	Salary upload for any remainder 5/ 10 week classes
30	Last day to request cancellation for a N5B session
July 2023	
03	End first 5-week/ 7.5 week
09	End DD2
10	Start second 5-week / DD3
12	Salary prorates due for second 5-week/ DD classes
17	Salary upload for second 5 week// DD classes
31	Salary upload for remainder of second 5 week/ DD classes
August 2023	
08	End of Summer Term (End of second 5-week, 10-week, 12-week and DD3 classes)
14	Salary upload for any remainder summer session classes.

Appendix D

Course Matrix

(Please use this chart as a general guide. Adjustments may be needed for holidays. All calculations are rounded to the nearest one-tenth.)

	Schedule days	Number of meeting days (count)	Minutes of in-class time required per day	**Hours of class time required per meeting day (minutes per day divided by 60)	Contact hours (15 required per credit) 1 contact hour = 50 mins of class time	Time-slot (example of standard time slot)	Required class time per meeting day (round up when questionable)
1 credit	MTW	3	250.0	4.2	15	8:00-12:15	4 hrs, 15 mins
(15 x 50 = 750 mins class time)	MTWTh	4	187.5	3.1	15	8:00-11:10	3 hrs, 10 mins
	MTWTF	5	150.0	2.5	15	8:00-10:30	2 hrs, 30 mins
Over 2-1/2 week period	MTWTh	10	75.00	1.25	15	8:00-9:15	1 hr, 15 mins
2 weekends	FSAT	4	187.5	3.1	15	8:00-11:10	3 hrs, 10 mins
1 weekend	FSAT	2	375.0	6.3	15	8:00-2:20	6 hrs, 20 mins
2 weekends	SAT	2	375.0	6.3	15	8:00-2:20	6 hrs, 20 mins
2 credits (must span 1 weekend)	FM	2	750.0	12.5	30	-----	12 hrs, 30 mins
(30 x 50 = 1500 mins class time)	ThF M	3	500.0	8.3	30	-----	8 hrs, 20 mins
	ThF MT	4	375.0	6.3	30	8:00-2:20	6 hrs, 20 mins
	ThF MTW	5	300.0	5.0	30	8:00-1:00	5 hrs
2 weekends	FSAT	4	375.0	6.3	30	8:00-2:20	6 hrs, 20 mins
3 credits (3-week session)	MTWTF	14	160.7	2.7	45	8:00-10:45	2 hrs, 45 mins
(45 x 50 = 2250 mins class time)	MTWTh	11	204.6	3.4	45	8:00-11:25	3 hrs, 25 mins
	MTW	8	281.3	4.7	45	8:00-12:55	4 hrs, 45 mins
3 credits (5-week session)	MTWTF	22	93.75	1.6	45	8:00-9:45	1 hr, 45 mins
(45 x 50 = 2250 mins class time)	MTWTh	18	118.4	2.0	45	8:00-10:10	2 hrs, 10 mins
	MTW	14	160.7	2.7	45	8:00-10:45	2 hrs, 45 mins
	WThF	12	160.7	2.7	45	8:00-11:15	3 hrs, 15 mins
	TTh	9	250	3.75	45	8:00-12:15	4 hrs, 15 mins
	FSAT	8	250	4.2	45	8:00-12:45	4 hrs, 45 mins
3 credits Workshop (must span 2 weekends)	MTW	6	375.0	6.3	45	8:00-2:20	6 hrs, 20 mins
(45 x 50 = 2250 mins class time)	MTWTh	8	281.3	4.7	45	8:00-12:45	4 hrs, 45 mins
Regular 2-1/2 week period	MTWTF	12	187.5	3.1	45	8:00-11:10	3 hrs, 10 mins
2 weekends	FSAT	4	562.5	9.4	45	-----	9 hrs, 25 mins
4 weekends	FSAT	8	281.3	4.7	45	8:00-12:45	4 hrs, 45 mins
3 weekends	FSAT	6	375.0	6.3	45	8:00-2:20	6 hrs, 20 mins
2 weekends	FSatSu	6	375.0	6.3	45	8:00-2:20	6 hrs, 20 mins
3 credits (10-week session)	MTWTF	47	47.9	0.8	45	8:00-8:50	50 mins
(45 x 50 = 2250 mins class time)	MTWTh	38	59.2	1.0	45	8:00-9:00	1 hr
	MTW	29	77.6	1.3	45	8:00-9:20	1 hr, 20 mins
	TTh	19	118.4	2.0	45	8:00-10:00	2 hrs
5 weekends	FSAT	10	225	3.75	45	8:00-11:45	3 hrs, 45 mins
9 weekends	FSAT	18	125	2.1	45	8:00-10:10	2 hrs, 10 mins
3 credits (12-week session)	MT	23	97.8	1.6	45	8:00-9:40	1 hr, 40 mins
(45 x 50 = 2250 mins class time)	TTh	23	97.8	1.6	45	8:00-9:40	1 hr, 40 mins
4 credits (5-week session)	MTWTF	22	136.4	2.3	60	8:00-10:20	2 hrs, 20 mins
(60 x 50 = 3000 mins class time)	MTWTh	18	166.7	2.8	60	8:00-10:50	2 hrs, 50 mins
	MTW	14	214.3	3.6	60	8:00-11:40	3 hrs, 40 mins
	TTh	9	333.3	5.6	60	8:00-1:40	5 hrs, 40 mins
	FSAT	8	375	6.3	60	8:00-2:20	6 hrs, 20 mins
4 credits (10-week session)	MTWTF	47	63.8	1.1	60	8:00-9:10	1 hr, 10 mins
(60 x 50 = 3000 mins class time)	MTWTh	38	79	1.3	60	8:00-9:20	1 hr, 20 mins
	MTW	29	103.5	1.7	60	8:00-9:45	1 hr, 45 mins
	TTh	19	157.9	2.6	60	8:00-10:40	2 hrs, 40 mins
5 weekends	FSAT	10	300	5.0	60	8:00-1:00	5 hrs,
9 weekends	FSAT	18	166.7	2.8	60	8:00-10:50	2 hrs, 50 mins

**Hours: All portions of an hour are rounded UP to nearest increment of 5 minutes (.1 = 6 mins > 10 mins; .2 = 12 mins > 15 m ins; .3 = 18 mins > 20 mins; .4 = 24 mins > 25 mins; .5 = 30 mins; .6 = 36 mins > 40 mins; .7 = 42 mins > 45 mins; .8 = 48 mins > 50 mins; .9 = 54 mins > 55 mins)

Appendix E

Information for Faculty

Paycheck Information

Here's what you need to look for on each pay stub:

- ▶ Appropriate “earn code” – as found in the personalized pay-date schedule you will receive from NAU Payroll Office.
- ▶ Pay rate for each “earn code” should be the amount stated in your personalized pay-date schedule.
- ▶ Verify that the address on the check is your current address.
- ▶ Monitor your federal and state taxes
 - If necessary, update your form W-4 for federal withholding or the form A-4 for Arizona withholding through LOUIE Online (<http://www4.nau.edu/louie/>).
 - Remember, if you indicated on your W-4 form that additional money should be withheld from your regular paycheck, this same amount will be withheld from each paycheck that you receive. For example, if you are receiving multiple paychecks for your regular faculty pay as well as salary for teaching one or more summer courses, the amount indicated on the W-4 will be withheld from each check. You may want to re-evaluate this deduction during the summer months. If you make any changes to your withholdings, please remember to make any necessary changes at the end of the summer when the payments for your summer courses are complete. **Contact NAU Payroll at (928) 523-2223 if you have questions about your withholdings.**

How to Access Online HR-related Services

- ▶ Just log on to <http://www4.nau.edu/louie/> using your NAU email login and password (the same one used for NAU email accounts) and select *Self Service*. There are several options available on this page as seen below.

Online Services Available:

- ▶ View paycheck information
- ▶ Change home and mailing addresses, phone number, email address
- ▶ Update W-4 or A-4 information
- ▶ Update emergency contact information
- ▶ Sign up for or update your direct-deposit information.
 - If you are not already on direct deposit, sign up now! You can direct your pay to a single bank account --or may select to have part of your pay go to one account and the remainder to another account. Then, you can have a relaxed payday, knowing that your pay is in your bank account—no need to take a paycheck to the bank for deposit or cashing. To sign up, log in to <http://www4.nau.edu/louie/>